



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Network Architect	BAND/LEVEL:	PROF V
DEPARTMENT:	Information Technology	JOB NO:	2615
DIVISION:	Information Technology	DATE:	12/1/2017
REPORTS TO:	Manager, Technical Support	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	123
REPLACES:	Network Administrator	LAST REVISED DATE:	03/24/2013

JOB SUMMARY STATEMENT: Installs, maintains, and monitors the operation of the organization's local area, wide area, and metropolitan area networks (LAN/WAN/MAN), wireless network, physical and virtual servers and security and email services. Diagnoses and resolves complex network and system connectivity issues. Plans for and designs network infrastructure (physical and virtual). Evaluates vendor products in hardware, software, and telecommunications equipment. Participates in long and short range technology planning. Recommends networking and security policies and standards. Closely coordinates internally and maintains contact with outside organizations in the maintenance, service, recommendation, implementation, problem solving and /or purchase of these networks. Troubleshoots hardware and software problems and is typically consulted on the organization's most difficult and complex hardware/software problems and projects.

DUTIES AND RESPONSIBILITIES:

1. Supports the organization's LAN/WAN/MAN including planning, installation, maintenance, monitoring and replacement/upgrade recommendations.
2. Supports the organization's physical and virtual servers including planning, installation, maintenance, monitoring and replacement/upgrade recommendations.
3. Keeps up-to-date on industry trends and new technology developments. Makes recommendations as appropriate.
4. Supports the organization's email services, including planning, installation, maintenance, monitoring and replacement/upgrade recommendations.
5. Supports the organization's network security services, including planning, installation, maintenance, monitoring and replacement/upgrade recommendations. Network security services include firewalls, NAC, anti-virus, web-filtering, mobile device management, endpoint encryption, and anti-spam applications.
6. Keeps up-to-date on security threats and trends. Makes recommendations for compliance and threat mitigation.
7. Diagnoses and resolves complex network and system connectivity issues. Responds to emergency situations as needed for the purpose of resolving immediate concerns.
8. Designs network infrastructure (physical and virtual) for the purpose of providing highly reliable and cost effective networking and connectivity systems.
9. Develops project plans, time and cost estimates, implementation schedules, and project timelines.
10. Reviews, evaluates and recommends disaster recovery strategies.



11. Creates and maintains comprehensive documentation for all supported systems.
12. Evaluates vendor products in hardware, software, and telecommunications equipment.
13. Assist in preparation of proposals and solution presentations.
14. Participates in long and short range technology planning. Recommends purchases consistent with the organization's short- and long-term objectives.
15. Recommends networking and security policies and standards to ensure efficient use of Organizational resources and adherence to good security practices.
16. Closely coordinates internally and maintains contact with outside organizations in the maintenance, service, recommendation, implementation, problem solving and/or purchase of networks and connectivity.
17. Troubleshoots hardware and software problems and is typically consulted on the organization's most difficult and complex hardware/software problems and projects.
18. Attends classes, seminars, conferences, user groups and reviews professional literature to enhance knowledge of trends and developments related to local area network systems.
19. Supports technology at Council and Committee meetings as needed. Answers Help Desk phones calls and participates in on-call rotation as required.
20. Performs other duties as assigned.
21. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with peers, subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
22. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE (S)/CERTIFICATIONS:

- Bachelor's degree in computer science, engineering, information technology, mathematics or a related field, or an equivalent combination of formal education and work experience. Must have a valid driver's license and maintain an insurable driving record.
- **To comply with Kansas Criminal Justice Information System security requirements, must be at least 18 years of age.**

EXPERIENCE:

- Seven to ten years' experience with configuration, installation and maintenance of network and server devices. Working knowledge of network hardware to include infrastructure, server, and client hardware.
- Certification in networking or server administration is preferred.

SKILLS:

- Five years' experience in at least five of the following:
 - OSI Model, IEEE 802.x protocols, UDP, TCP/IP, SNMP.
 - Routing protocols such as OSPF, IS-IS and BGP.
 - Data network transport technologies including Ethernet, 10BaseT, 100BaseT, 1000BaseT, ATM, T1, DS3, etc.
 - Administration of IP addressing, subnets.
 - Test equipment and protocol analyzers to aid in diagnosis and solution of problems encountered in a complex networking environment.
 - Networking media, including coax, twisted pair, and fiber optic technologies.
 - Advanced administration, implementation, and support experience required in: MS Windows platform and MS Office Suite, virtualization software and servers.
 - Advanced working knowledge in either virtualization software or active directory.
 - Ability to document and evaluate current environment and use best practice methodologies to ensure highest level investment utilization.
 - Strong organizational and time-management skills.
 - Advanced written, verbal, reading and communication skills.
 - Ability to perform intermediate level mathematical calculations.
 - Excellent interpersonal skills with ability to communicate effectively with others.

MENTAL REQUIREMENTS:

- Ability to work independently.
- Ability to prioritize work.
- Ability to analyze complex problems and recommend possible solutions.
- Alpha and numeric recognition.
- Abstract and logical reasoning.
- Decision making ability.
- Ability to adapt to a changing environment.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to lift approx. 50 lbs. and transport 25 feet.
- Hand and eye coordination adequate for data entry.
- Ability to operate a city vehicle.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.
